

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STAT

FROM:

Director, Foreign Broadcast  
Information Service  
1013 Key Bldg.

EXTENSION

NO.

FBIS-1585/85

STAT

DATE

26 JUN 1985

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED FORWARDER

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

STAT

1. Deputy Director for  
Science and Technology  
6E45 HQS.

Request approval for  
593 hours of advanced sick  
leave for

2.

3. Director of Personnel

4.

5.

6.

7.

8.

9.

10. D/FBIS  
1013 Key Bldg.

11.

12.

13.

14.

15.

FORM 610 USE PREVIOUS  
I-79 EDITIONS

ADMINISTRATIVE INTERNAL USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

FBIS-1585/85

26 JUN 1985

MEMORANDUM FOR: Director of Personnel

THROUGH: Deputy Director for Science and Technology

STAT  
FROM: [redacted]  
Director, Foreign Broadcast Information Service

STAT  
SUBJECT: Request for Advance of 593 Hours of Sick Leave -  
[redacted]

STAT  
STAT  
1. Paragraph 3 of this memorandum requests your approval of 593 hours of advanced sick leave for [redacted]

2. [redacted] has to her credit 57 hours sick leave and 108 hours annual leave through the pay period ending 8 June 1985. She wishes to retain her annual leave balance in the event her child, born prematurely, becomes ill following her return to duty on or about 30 September 1985. She will be incapacitated from 20 May 1985 to 30 September 1985. A physician's statement is attached.

3. I recommend [redacted] request be approved.  
[redacted]

Attachment:  
Physician's Statement

CONCUR:

Deputy Director for Science and Technology

Date

APPROVED:

Director of Personnel

ADMINISTRATIVE INTERNAL USE ONLY

Date

ADMINISTRATIVE INTERNAL USE ONLY

STAT

SUBJECT: Request for Advance of 593 Hours of Sick Leave -

STAT

DDS&T/FBIS/Per  (20 Jun 85)

Distribution:

Orig - Addressee (Return to D/FBIS)

3 - DDS&T (w/att)

1 - D/PERS (w/att)

✓1 - D/FBIS Chrono (w/o att)

1 - JDC Corres File (w/o att)

1 - AS Chrono (w/o att)

1 - P&TB (w/att)

1 -

STAT

ADMINISTRATIVE INTERNAL USE ONLY